

Thomson, Miss Grace F.

[523 E 77th St., NYC], 1917

November 20th, 1917.

Miss Louise M. Hinsdale,
East Orange Public Library,
East Orange, N. J.

Dear Madam:-

Miss Grace F. Thompson has applied for the position of Library Assistant, and has given your name as reference. We should be very glad to have a word from you regarding Miss Thompson and what you may know of her work.

Yours very truly,

Secretary.

November 20th, 1917.

Miss Emily Lansing,
New York Exchange for Women's Work,
334 Madison Avenue, New York.

Dear Madam:-

Miss Grace F. Thompson has applied for the position of Library Assistant, and has given your name as reference. We should be very glad to have a word from you regarding Miss Thompson and what you may know of her work.

Yours very truly,

Secretary.

NEW YORK EXCHANGE FOR WOMAN'S WORK

334 MADISON AVENUE, NEW YORK

TELEPHONE 4250 MURRAY HILL

MRS. WILLIAM G. CHOATE, HONORARY PRESIDENT
MRS. JOHN SEELY WARD, PRESIDENT
MRS. RUSSELL SAGE, HONORARY VICE-PRESIDENT
MRS. SAMUEL H. ORDWAY, SECRETARY
MISS V. D. H. FURMAN, TREASURER
MISS KATHARINE LAMBERT, ASS'T TREASURER

VICE-PRESIDENTS

MRS. C. R. AGNEW
MRS. WILLIAM V. LAWRENCE
MRS. JOHN T. TERRY

FINANCE COMMITTEE

MRS. CHARLES E. MILLER, CHAIRMAN
MISS HERRIMAN
MRS. C. A. DE GERSDORFF
MISS LAMBERT
MRS. GEORGE F. BAKER, JR.
MRS. ROBERT C. REAM
MRS. WILLIAM V. LAWRENCE
MRS. WILLIAM GILMAN THOMPSON
MISS STIMSON
MISS MARY K. CHOATE
MRS. H. H. PEASE
MRS. JOHN SEELY WARD
MRS. E. M. WELD
MISS V. D. H. FURMAN

November 21, 1917.

Sydney P. Noe, Secretary,

The American Numismatic Society,

Broadway, at 156th Street,

City.

Dear Sir:-

It gives me great pleasure to write you regarding Miss Thompson and her ability. She at one time worked in the Exchange in the Bureau of Appeals, and is a woman of very high standards, of character and of unusual interlectual ability. I cannot but feel that you would be very fortunate in securing her as librarian. She has had some experience as I know she must have told you in the general library for several years and I have always heard that her work was of a superior kind. She is most conscientious and capable in everything that she undertakes. I have known her for about eight years.

Very sincerely yours,

Cecily H. Lawrence
Supt.

November 22nd, 1917.

Miss Grace M. Thomson,
523 East 77th Street,
New York City.

Dear Miss Thomson:-

I this morning received a very pleasing letter from Miss Lansing, and yesterday had a talk with Miss Griffin. In view of the satisfactory nature of the replies in both cases, I shall not wait for word from East Orange. Will you therefore kindly report here for work on December 1st, as you suggested.

For your guidance and to make matters clear, I beg to state that we shall pay you fifteen dollars weekly. The hours are from nine until five with one hour for luncheon. One-half-day each week, alternately Thursday and Saturday, and all legal holidays are left at your disposal, and two weeks' vacation, subject to the convenience of the other members of the force, will be arranged for during the summer months. The work will not be limited to library assistance only but may include clerical work or correspondence, or the rendering of such assistance to the Curator as may become necessary.

I am entering upon this lengthy description in order to confirm what I said to you, and to give you if possible complete idea of the nature of the position. Kindly let me have your word to the effect that I may expect you here on December 1st.

Yours very truly,

Secretary.

Free Public Library

East Orange, New Jersey

November 26, 1917.

Louise G. Hinsdale
Librarian

My dear Mr. Noe:

It gives me great pleasure to answer your question about Miss Grace F. Thomson, and to commend her to you. Miss Thomson served here as substitute for some months, and had she been able to qualify as a resident of this state under Civil Service rules, she would have probably remained on our staff. Her unusually wide information and trained intelligence made her especially valuable in reference work, and her fine qualities of character make her personally a most desirable addition to any library staff. The accuracy and good judgment of her clerical work was proved to us by hours scheduled in our cataloguing department, and the success of a Shakespeare exhibition which we organized in the spring of 1916 was due in no small part to the clever handiwork she contributed to a model of the village of Stratford made by the staff.

Miss Thomson's capabilities are not executive, but are of a high order, and she improves on acquaintance.

*With a high
personal regard for her.*

Very truly yours,

Louise G. Hinsdale

Librarian.

Mr. Sidney P. Noe, Librarian,
The American Numismatic Society,
Broadway at 156th Street,
New York City, New York.

LGH:H